

SUBJECT	ISSUED BY	EFFECTIVE DATE
UTILITY CONNECTION WAIVER	CITY COUNCIL	NOVEMBER 1, 2004

POLICY STATEMENT:

The City of Burlingame wishes to encourage development in the city and the connection of those buildings constructed to connect to city utilities.

PROCEDURE:

The following procedures apply to new single family residential homes being constructed within the boundaries of the City of Burlingame:

1. Anyone requesting a utility connection waiver must fill out a form provided by the City Clerk.
2. The form will then be submitted to the City Administrator or his/her appointee for review and approval or denial. Approval will be based on the following conditions:
 - a. The property must be completely inside the boundaries of the City of Burlingame.
 - b. The property must have less than one hundred sixty (160) feet of street frontage. If the property is a corner lot, each frontage must be less than one hundred sixty (160) feet.
 - c. All applicable utility deposits must be paid before the utilities will be connected.
3. The city will notify the applicant within fifteen (15) working days if the application is approved or denied.
4. If the application is denied the applicant will be notified as to the reasons for the denial.
5. The City Administrator will report to the City Council all actions taken at the next available council meeting.

The following procedures apply to all other types of development, including but not limited to multi-family housing, commercial and industrial developments:

1. Anyone requesting a utility connection waiver must fill out a form provided by the City Clerk.
2. The form will then be submitted to the City Administrator or his/her appointee for review.
3. The form and the review will then be submitted to the City Council for consideration. The following criteria will be used when considering the application:
 - a. Is the property completely inside the boundaries of the City of Burlingame?
 - b. Have all applicable utility deposits been paid?
 - c. How close are the existing utilities to the property?
4. The city will notify the applicant within fifteen (15) working days of the council meeting if the application is approved or denied.
5. If the application is denied the applicant will be notified as to the reasons for the denial.

Approved By: _____
Ray Hovestadt, Mayor